

# ***HIGH MIGRATORY SPECIES ITP DEALER PERMIT SYSTEM***

## ***USER'S GUIDE***

**National Marine Fisheries Service  
Office of Science And Technology  
(March 29, 2007)**



***VERSION V1.0***

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## **1. Introduction**

The Office of Science and Technology developed the existing Highly Migratory Species Dealer Permit System a year and a half ago. It was developed under the Oracle database system with Java/Java Server Pages and Report interface for NMFS users to enter and process HMS Dealer permit applications. Since this application was developed for the initial entering of new permits, it currently has no user interface for issuing renewals and thus the time has come to address this in a new set of requirements from the user. The needs for re-engineering the current system has been identified to improve current database design and the application user interface in order to increase the efficiency of the system. Redeveloping, documenting and normalizing the database design will institutionalize data load methodologies, provide auditable dataset maintenance, and support historical tracking of the data. The enhanced database system design will also rationalize data extraction, and underpin the redevelopment of user interfaces using best practices and standard templates.

The system will support Southeast Regional NMFS permit personnel in the monitoring, tracking and renewal of permits. This system will be merged into the National Permit system once the functional design is developed.

## **2. System Requirements Overview**

The HMSDP permits renewal module will be developed as an add-on to the current system with the following functionality:

- Data editing capability for data modification in case of error, or information changes.
- Validations of information such as permit dates, basic verification of data type and required field information.
- Permit renewal editing capabilities.
- User initiated issue notice of permit renewal function based on a date range.
- Generating of renewal letters and pre-printed applications.
- Automatic archiving of data on generating renewals

The HMSDP system shall allow users to enter information into a relational database system via the Internet. It shall also allow permit users to track their permit renewal date and status. The system shall contain functionality to allow NOAA Fisheries permit employees to be able to print reports (i.e., Renewal Notices, Renewal Applications, and Dealer Permits).

The application shall be developed using the Oracle10g R2 database for the physical database storage and the web technology JSP as the application development tool for the development of user interfaces. Reports will be developed using the existing Oracle Reports tool. The application shall be deployed over the Internet and users will access the application via NMFS standard web browsers.

## SYSTEM ACCESS

The HMS ITP Permit System is web enabled. The user should have the following URL <https://www.st.nmfs.gov/hmsdp/> book marked in their Internet Explorer (IE) browser.

### 3.1 Security Verification Procedure

Once the **URL** is requested, the user **may or may not** be prompted with a Security Alert window with detailed instructions about the validation of the security certificate. If you wish to proceed, click the **Yes** button. If not, click the **No** button. To view the Certificate, click the **View Certificate** button.



Once the user accepts **Yes** at the Security Alert, they will be taken to the main Welcome Screen below where they can login using the **login** link at the bottom of the page.



## Highly Migratory Species

### Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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Effective July 1, 2005, all dealers importing, exporting, or re-exporting bluefin tuna, swordfish, southern bluefin tuna and frozen bigeye tuna must hold a Highly Migratory Species International Trade Permit (HMS ITP) and follow the required reporting procedures established at 50 C.F.R. 300.183 through 300.187. The HMS ITP is required to assist the United States implement international trade tracking programs addressing illegal, unreported, and unregulated fishing activities, improve conservation and management measures, and enhance the scientific evaluation of these stocks.

Under international agreements and domestic law, the United States implements recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT) and Inter-American Tropical Tuna Commission (IATTC). Both IATTC and ICCAT have implemented a statistical document program for frozen bigeye tuna. In addition, ICCAT has implemented bluefin tuna and swordfish statistical document programs.

Permit applications and further information may be obtained from the [International Trade Permit website](#) or calling 727/824-5326. Specific information regarding reporting requirements will be distributed to new permit holders and posted on the above website.

Please [login](#) to add/update Permit Data.

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### 3.2 Logon Procedure

Once the user clicks on the **login** link at the bottom of the page, they will be taken to the below login screen to enter their username and password.



The screenshot shows the login interface for the Highly Migratory Species Dealer Permit Application. The header features the title "Highly Migratory Species" and "Dealer Permit Application" with four underwater photographs of marine life. Below the header is a navigation bar with links: Home, Guidelines, New/Update Permit, Renew Permit, Renewal Notice, Search, and Help. The main content area contains a login form with fields for "Username" and "Password", and "Enter" and "Reset" buttons. The footer includes the NOAA logo, a copyright notice "© 2005", and links for "Contact Us", "Disclaimer", "Privacy Policy", and "Information Quality Guidelines".

Highly Migratory Species

Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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Username

Password

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Each authorized user has a unique Username and Password assigned to them. The Username is the person's NOAA email address while the password is one which is assigned by the administrator. **Since your account is used for tracking purposes, it is extremely important not to let other users access your account name and password.**

The screenshot shows the 'Highly Migratory Species Dealer Permit Application' web application. The header features the title 'Highly Migratory Species' and 'Dealer Permit Application' with four images of marine life. Below the header is a navigation bar with links: Home, Guidelines, New-Update Permit, Renew Permit, Renewal Notice, Search, and Help. The main content area contains a login form with fields for 'Username' (containing 'Jane.Doe@noaa.gov') and 'Password' (containing asterisks). Below the password field are 'Enter' and 'Reset' buttons. The footer includes the NOAA logo, a 'Contact Us' link, and a copyright notice for 2005. A small 'Footer' label is visible near the bottom center.

Highly Migratory Species

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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Username

Password

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Footer

To access the data base:

Enter 'Username' (TAB)

Enter 'Password' (TAB)

Click on the Enter button to access the system

Click on the Reset button to clear out the Username and Password fields

**NOTE:** Web applications have a non-use time limit of approximately 15 minutes. This ensures that the optimum number of users have access to the database at any given time. In other words if you go off to lunch in the middle of renewing a permit you will be timed out and all changes were for naught unless you have saved them.

### 3.3 Welcome Screen

After account authentication is successful, the main Welcome Screen will appear allowing access to a variety of menu choices. Each of the main headings **New-Update Permit**, **Renew Permit**, **Renewal Notice**, and **Search** are used in maintaining and tracking HMS ITP dealer permit data. The **Help** option will bring up this “HMS ITP Permit System User Training Guide”. The **Home** option will always bring the user back to the main Welcome Screen below.



The screen shot above gives a brief description of the HMS ITP regulations and requirements for issuing and obtaining a dealer permit.

**Note:** There are three types of user privileges granted to HMS users: Super user privileges, Application user privileges and End user privileges. When a user logs into the HMS system, the account will be automatically deferring the designated roles and privileges. With the Super user privileges, a user can maintain and administer specific HMS administrative data and therefore has access to the Data Administration menu (Note: This option will be made available as an enhancement in a future release). The Application user privileges allow a user to insert, view and update data relating to the vessel application processing. The End user privilege allows users to view HMS data only (Note: This option will be made available as an enhancement in a future release).

### 3.4 System Help Features

HMS ITP has several features to assist users in accomplishing their tasks. These features include: multi-level help features, guidelines, error and confirmation messages, and menus. This section describes general help available to users throughout the system.

From the Menu of the HMS application system, the user will be able to access the Help documentation by clicking on the **Help** option at the upper far right hand corner of the screen. Clicking this option will give the users a choice of choosing two forms of documentation from a sub-menu. The first option “**Original**” will display the original User’s Guide developed and written for the initial release of the system. The second option “**Renewal**” will display this documentation on the renewal processing of permits and various enhancements added to improve the systems functionality for the users.

### 3.5 Switch Screen Procedure

Within HMS ITP, a user may switch to another screen at any time. To switch to another screen, the user may click on any of the available options in the above menu. Selecting any of these menu options will switch the user from the current screen and open the appropriate screen based on the menu option chosen. **Note: If data has not been saved before clicking on either of these options, IT WILL BE LOST!!!**



Clicking the standard **X** window box will allow the user to exit the entire HMS ITP system.

## HMS DEALER PERMITS RENEWAL PROCESSING

When the user clicks on the Renew Permit option in the menu, this will take them to the Permit Renewal Search screen.

### 4.1 Renew Permit Search

When selecting the **Renew Permit** option from the menu choices, the user will be taken to the below permit renewal search screen which will be used renewing an existing dealer's HMS permit. This below screen will search the database first to see if the dealer exists. If the dealer is in the system and the user performing the action is part of the authorized region, the system will prepare to move the old information to history and take the user to the update application screen with all available data pre-filled for renewal processing.

Let's start off by entering an existing dealer coming up for renewal. For illustration purposes, the same Dealer Id will be used. Type in the Federal ID No. 65-9999999 and press (Search).

The screenshot shows the 'Highly Migratory Species Dealer Permit Application' web interface. At the top, there are four images of marine species: a shark, a swordfish, a tuna, and a group of fish. Below the images, the text 'Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.' is visible. The main navigation bar includes links for Home, Guidelines, New-Update Permit, Renew Permit, Renewal Notice, Search, and Help. The 'Search Dealer/Business Renewal Information' section is active, displaying the 'Renew Permit Search' heading. Below this, the primary functionality is explained: if a Business Id No. is not entered, it takes the user to the permit renewal results screen; if it is completely entered and does not exist, no records are returned; if it is completely entered and does exist, it takes the user to the renewal screen with pre-filled information; and if it is partially entered (last 4 digits), it takes the user to the permit renewal results screen. A text input field for 'Federal ID No./SSN' contains the value '65-9999999', and a 'Search' button is located below it. The footer includes a NOAA logo, a contact link, a disclaimer, a privacy policy, information quality guidelines, and a copyright notice for 2005.

Highly Migratory Species

Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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**Search Dealer/Business Renewal Information**

**Renew Permit Search**

Primary functionality of this screen is:

- if a Business Id No. is not entered, it will take you to the permit renewal results screen displaying all the permits in the database.
- if a Business Id No. is completely entered and it does not exist in the database, then no records will be returned.
- if a Business Id No. is completely entered and it does exist in the database, then it will take you to the renewal screen with pre-filled information for viewing or updating an existing renewal.
- if a Business Id No. is partially entered (i.e., last 4 digits of the ID) then it will take you to the permit renewal results screen displaying all records that match the partial entry.

Federal ID No./SSN

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When the Search button is pressed, the system will take the user to the Renewal Screen where the permit issued and expiration dates will automatically recalculate for the next upcoming renewal period.

As an added feature, if the user enters the last 4 digits of the Federal ID/SSN as displayed confidentially on the application, the system will automatically check to see if there is a match.

# Highly Migratory Species

## Dealer Permit Application

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### Search Dealer/Business Renewal Information

#### Renew Permit Search

Primary functionality of this screen is:

- if a Business Id No. is not entered, it will take you to the [permit renewal results screen](#) displaying all the permits in the database.
- if a Business Id No. is completely entered and it does not exist in the database, then no records will be returned.
- if a Business Id No. is completely entered and it does exist in the database, then it will take you to the [renewal screen](#) with pre-filled information for viewing or updating an existing renewal.
- if a Business Id No. is partially entered (i.e., last 4 digits of the ID) then it will take you to the [permit renewal results screen](#) displaying all records that match the partial entry.

Federal ID No./SSN

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If the system locates more than one record in the database which meet the criteria, it will display the records in a multi record screen where the user can choose which permit to renew.

Highly Migratory Species

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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**HMS Dealer Renew Permit Results**

Federal ID No./SSN	Name	Modified By	Dealer #	Issue Date	Expire Date	Renewal Notice Printed Date	Click to Renew Permit
65-9999999	Chum Bucket	Glen.Taylor@noaa.gov	1234	07/01/2007	07/31/2008	05/10/2007	<a href="#">Renew Permit</a>
1239999	Crusty's Crab House	Glen.Taylor@noaa.gov	111	12/01/2006	12/31/2007	05/10/2007	<a href="#">Renew Permit</a>

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Choosing a record from the multi-record display and clicking the Renew Permit link will take the user to the permit Renewal Screen where the permit issued and expiration dates will automatically recalculate for the next upcoming renewal period.





In the case where there is only one record that matches the criteria, the system will take the user directly to the permit Renewal Screen where the permit issued and expiration dates will automatically recalculate for the next upcoming renewal period.

## 4.2 Dealer Permits Renewal

By Default, most of the fields are non enterable except for the Effective Date, Expiration Date, and Comments. This will allow the user to make adjustments to the dates and provide Comments if necessary.

The Renewal Screen below shows the primary dealer business information along with the detailed permit information.

# Highly Migratory Species



## Dealer Permit Application


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I. Dealer/Business Information			
* Business Name	Chum Bucket		
Federal ID No./SSN	65-9999999	Sole Proprietor?	Yes
* Business Formed Date (mm/dd/yyyy)	07/01/1997	Dun & Bradstreet (DUNS) No.	12345
Importer #	12345		

IV. Permit Information				
Dealer Permit #NW10197	SE Dealer #	123	* Effective Date	04/10/2007
Issue Place	Southeast		* Expiration Date	07/31/2008
Has a Renewal Notice been sent?	Yes		If so, specify Date	04/09/2007
Does Sanction exist?	No		Permit Status	Active
Comments	test 1 test 2 test 3			

Renew Permit

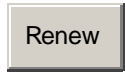


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When the Renew button is pressed, the system will move the old data to history, automatically recalculate the permit issued and expiration dates and update the hidden Modified By field to the user processing the application. Once this is done, the system is placed in update mode to allow the user to make any modifications during processing prior to printing the permit certificate to be issued to the dealer.

To view what the different variables are for the dealer, this information can be found in the **Appendix under Variable Information /Definitions.**



- Allows the user to perform a Renewal of an HMS ITP Permit in the system.

As illustrated below, once the renewal process has been completed, the system will place the user in an UPDATE mode so changes, if any, can be made before issuing/printing the new permit certificate to be mailed to the vessel owner(s).

# Highly Migratory Species





## Dealer Permit Application







Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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I. Dealer/Business Information			
<b>* Business Name</b>	<input type="text" value="Chum Bucket"/>		
<b>Federal ID No./SSN</b>	<input type="text" value="65-9999999"/>	<b>Sole Proprietor?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>* Business Formed Date (mm/dd/yyyy)</b>	<input type="text" value="07/01/1997"/> 	<b>Dun &amp; Bradstreet (DUNS) No.</b>	<input type="text" value="12345"/>
<b>Importer #</b>	<input type="text" value="12345"/>		

II. Business Mailing Address			
<b>* Line 1</b>	<input type="text" value="1212 Marking Bird Lane"/>	<b>Line 2</b>	<input type="text" value="Suite 123"/>
<b>* City</b>	<input type="text" value="Virginia Beach"/>	<b>* State, Zip Code</b>	<input type="text" value="Virginia"/> <input type="text" value="21222"/>
<b>Is this your mailing Address?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Business Phone No.</b>	<input type="text" value="1234567"/>	<b>Fax</b>	<input type="text" value="6543217"/>
<b>Business Cell Phone No.</b>	<input type="text" value="3216547"/>	<b>Email</b>	<input type="text" value="test"/>
<b>Business Website</b>	<input type="text" value="test2"/>		


III. Owner Information			
Is this Primary Contact?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Title	Associate
Name Prefix	<input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms	* Last Name	Wood
* First Name	Kenny	M.I.	C
Name Suffix	Jr	* Birth Date	02/16/1952 
Address Line 1	1234 St. Lukes Lane	Address Line 2	
City	Norfolk	State, Zip Code	Virginia  22122
* Phone No.	432423324	Extension No.	432
Fax No.	44423423	Cell Phone No.	4234153
Email	test		

IV. Permit Information			
Dealer Permit # NW10197	SE Dealer #		* Effective Date
			03/03/2007 
Issue Place	Southeast 	* Expiration Date	03/31/2008 
Has a Renewal Notice been sent?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If so, specify Date	03/27/2007 
Does Sanction exist?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Permit Status	Active 
Comments	test 1 test 2		
			

<a href="#">Print Permit Certificate</a> <a href="#">Print Permit Label</a>	
<a href="#">Insert Additional Business Information</a>	<a href="#">Update Additional Business Information</a>
<a href="#">Insert Additional Owners</a>	<a href="#">Update Additional Owner Information</a>
<a href="#">Insert Additional Federal Permits Held</a>	<a href="#">Update Additional Federal Permits Held</a>
<a href="#">Insert New HMS Application</a>	<a href="#">Search HMS Applications</a>



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Since this is now an existing dealer in the system, the user at this point may begin updating data for the dealer permit.

Before entering data, review what the different variables are for the dealer, business, owner, and permit information. This information can be found in the **Appendix under Variable Information /Definitions**.

Remember that some of these variables may be for later use in other screens but if the information exists (e.g. Duns Number) it should be entered. The user should also note that some of these variables have constraints placed on them. This means that you should not be able to enter an invalid value. **Note:** Fields which have an \* in red are required to have data values.

All dates should be entered in the format of (MM/DD/YYYY). Pressing the calendar button beside the field will display a current popup monthly calendar.

Let's move on to updating the business and managing owner address record which will be updated in the database based on the information collected on the HMS ITP Dealer Permit Application. **As noted before, fields which have an \* are required to have data values.**

In Section II, the Primary Business mailing address flag will always be set to **Yes**. This is where all correspondence will be mailed.

In Section III, the Primary Owner Contact flag will be either set to **Yes or No**. This will allow the applicant to designate who will be the primary contact person(s) if multiple owners exist and the permit office staff needs to contact them. The owner that appears on the main information screen is considered to be the managing owner or primary contact.

If the user wishes to change the managing owners, just over type the information already on the screen. The system will keep track of the old information in history tables.

Enter the permit information in the Permit Information block. Currently the system will default the Dealer Permit # as non-enterable. This field is generated automatically at time of insert when a new permit is being entered.

A new field has been added to the screen which is the Dealer Number. This number is entered and maintained by the Southeast Regional office's permit staff for tracking of dealers across their various systems.

At the bottom of the screen, 1 button has been defined along with several links to other screens that will allow the user to continue processing additional information relating to the application requirements for obtaining a Highly Migratory ITP Dealer permit.



**- Allows the user to perform an update to the system on any data that has been changed on this application screen.**

[Insert Additional Business Information](#) - **Allows the user to Insert Additional Businesses.**

[Insert Additional Owners](#) - **Allows the user to Insert Additional Owners.**

[Insert Additional Federal Permits Held](#) - **Allows the user to Insert any Additional Federal Permits.**

[Update Additional Business Information](#) - Allows the user to View/Update Additional Businesses.

[Update Additional Owners](#) - Allows the user to View/Update Additional Owners.

[Update Additional Federal Permits Held](#) - Allows the user to View/Update any Additional Federal Permits.

[Insert New HMS Application](#) - Allows the user to create an entirely new Application.

[Search HMS Applications](#) - Allows the user to Search the database for a specific HMS application.

[Print Permit Certificate](#) - Allows the user to print the permit certificate.

[Print Permit Label](#) - Allows the user to print the mailing label.

To continue processing this dealer permit 65-9999999, press the **Update** button to continue.

Modify any additional information that needs to be updated in the various links defined above.

Once all the data has been entered and verified, print the permit certificate to be mailed to the dealer/business.

## HMS DEALER REWAL NOTICE PROCESSING

When the user clicks on the Renewal Notice Permit option in the menu, this will take them to the Renewal Notice Permit Search screen.

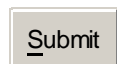
### 5.1 Dealer Renewal Notice Search

Clicking on the Renewal Notice menu option will take the user to the below screen allowing them to enter a Start and End Date for generating renewal notices to be mailed out to the dealers.



Enter the Start Date and End Date for the range of dealer HMS permits that are due to expire within this time period. Press the **Submit** button to generate the report or **Reset** to clear out the fields and start over.

Before entering data, review what the different variables are for the renewal notice data screen. This information can be found in the **Appendix under Variable Information /Definitions**.



- Allows the user to perform a search through the system in order to retrieve vessel permits due to expire within a given Start and End date range.



- Allows the user to clear out the Start and End date fields in order to start over again.

## 5.2 Dealer Renewal Notice Print

The blow screen is an illustration of a list of records returned by the date range entered in the renewal notice search screen.

The screenshot displays the 'Highly Migratory Species Dealer Permit Application' web interface. At the top, there are four images of marine life: a shark, a swordfish, a shark, and a group of fish. Below the images, the text 'Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.' is visible. The main navigation bar includes links for Home, Guidelines, New-Update Permit, Renew Permit, Renewal Notice, Search, and Help. The title of the page is 'HMS Dealer Renewal Notice Print Results'.

Federal ID No./SSN	Name	Modified By	Dealer #	Issue Date	Expire Date	Renewal Notice Printed Date	Print Renewal Notice
							<a href="#">Print ALL</a>
65-9999999	Chum Bucket	Glen.Taylor@noaa.gov	1234	07/01/2006	07/31/2007	---	<a href="#">Print</a>
1239999	Crusty's Crab House	Glen.Taylor@noaa.gov	111	12/01/2006	06/30/2007	05/10/2007	<a href="#">Print</a>
05-0446778	DEEP SEA FISH OF R I INC	Glen.Taylor@noaa.gov	671	07/01/2006	06/30/2007	---	<a href="#">Print</a>
94-2704711	PENINSULA SEAFOOD INC	Glen.Taylor@noaa.gov	1133	07/01/2006	06/30/2007	---	<a href="#">Print</a>
95-4402888	SEVEN SEAS SEAFOODS INC	Glen.Taylor@noaa.gov	791	07/01/2006	07/31/2007	---	<a href="#">Print</a>
13-3551003	VALENCAMBO SUPERIOR SEAFOOD CORP	Glen.Taylor@noaa.gov	502	07/01/2006	07/31/2007	---	<a href="#">Print</a>

At the bottom of the page, there is a footer with the NOAA logo on the left, the text 'Contact Us | Disclaimer | Privacy Policy | Information Quality Guidelines © 2005' in the center, and the NOAA logo on the right.

Clicking on the **Print** option on a specific record will generate the renewal notice letter and a pre-filled out application form as shown in the next illustration. Once the renewal notice has been printed, the Renewal Notice Printed Date will be populated with the system date. This will let the user know when the notice was printed and the timeframe it was mailed out to the dealer.

As an added feature, this screen also provides a Print ALL functionality which will allow the user to generate multiple mailings of renewal applications based on all the records that appear in the list.

# Highly Migratory Species






Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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**HMS Dealer Renewal Notice Print Results**

Federal ID No./SSN	Name	Modified By	Dealer #	Issue Date	Expire Date	Renewal Notice Printed Date	Print Renewal Notice
							<a href="#">Print ALL</a>
65-9999999	Chum Bucket	GLEN.TAYLOR@NOAA.GOV	1234	07/01/2006	07/31/2007	05/17/2007	<a href="#">Print</a>
1239999	Crusty's Crab House	Glen.Taylor@noaa.gov	111	12/01/2006	06/30/2007	05/10/2007	<a href="#">Print</a>
05-0446778	DEEP SEA FISH OF RI INC	Glen.Taylor@noaa.gov	671	07/01/2006	06/30/2007	---	<a href="#">Print</a>
04-2555566	JOE'S LOBSTER MART INC	GLEN.TAYLOR@NOAA.GOV	1564	07/01/2006	05/31/2007	05/10/2007	<a href="#">Print</a>
04-3227864	NANTUCKET FISH CO INC	GLEN.TAYLOR@NOAA.GOV	1542	07/01/2006	05/31/2007	05/10/2007	<a href="#">Print</a>
94-2704711	PENINSULA SEAFOOD INC	Glen.Taylor@noaa.gov	1133	07/01/2006	06/30/2007	---	<a href="#">Print</a>
95-4402888	SEVEN SEAS SEAFOODS INC	Glen.Taylor@noaa.gov	791	07/01/2006	07/31/2007	---	<a href="#">Print</a>
13-3551003	VALENCAMBO SUPERIOR SEAFOOD CORP	Glen.Taylor@noaa.gov	502	07/01/2006	07/31/2007	---	<a href="#">Print</a>



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# Highly Migratory Species







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**HMS Dealer Renewal Notice Print Results**

Federal ID No./SSN	Name	Modified By	Dealer #	Issue Date	Expire Date	Renewal Notice Printed Date	Print Renewal Notice
							<a href="#">Print ALL</a>
65-9999999	Chum Bucket	GLEN.TAYLOR@NOAA.GOV	1234	07/01/2006	07/31/2007	05/17/2007	<a href="#">Print</a>
1239999	Crusty's Crab House	GLEN.TAYLOR@NOAA.GOV	111	12/01/2006	06/30/2007	05/17/2007	<a href="#">Print</a>
05-0446778	DEEP SEA FISH OF RI INC	GLEN.TAYLOR@NOAA.GOV	671	07/01/2006	06/30/2007	05/17/2007	<a href="#">Print</a>
04-2555566	JOE'S LOBSTER MART INC	GLEN.TAYLOR@NOAA.GOV	1564	07/01/2006	05/31/2007	05/17/2007	<a href="#">Print</a>
04-3227864	NANTUCKET FISH CO INC	GLEN.TAYLOR@NOAA.GOV	1542	07/01/2006	05/31/2007	05/17/2007	<a href="#">Print</a>
94-2704711	PENINSULA SEAFOOD INC	GLEN.TAYLOR@NOAA.GOV	1133	07/01/2006	06/30/2007	05/17/2007	<a href="#">Print</a>
95-4402888	SEVEN SEAS SEAFOODS INC	GLEN.TAYLOR@NOAA.GOV	791	07/01/2006	07/31/2007	05/17/2007	<a href="#">Print</a>
13-3551003	VALENCAMBO SUPERIOR SEAFOOD CORP	GLEN.TAYLOR@NOAA.GOV	502	07/01/2006	07/31/2007	05/17/2007	<a href="#">Print</a>



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### 5.3 Dealer Renewal Notice Letter



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
Southeast Regional Office  
263 13th Avenue South  
St. Petersburg, FL 33701  
727/824-5326  
<http://sero.nmfs.noaa.gov>  
May 17, 2007

Chum Bucket  
1212 Marking Bird Lane, SUITE 300  
Virginia Beach, VA 21222

Dear Permit Holder:

Our records indicate that you hold a Highly Migratory Species International Trade Permit (HMS ITP) for the Chum Bucket (SERO Dealer# 1234) due to expire July 31, 2007.

If you would like to continue to hold an HMS ITP for the business identified above, enclosed is the pre-printed application form and instructions you can use to submit an application to renew your permit.

Please review your application, making any changes to the preprinted information as necessary, and ensure it is filled out completely and correctly before signing and dating in the space provided. Mail your application and a check for \$25.00 payable to "United States Treasury" to the above address.

If you have any questions, please call the Southeast Regional Permit Office staff at 727-824-5326.


Sincerely,

Roy E. Crabtree Ph.D.  
Regional Administrator


Enclosure

## 5.4 Dealer Renewal Application

[OMB#: 0548-0327 EXP 09-30-2008]



NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
**HIGHLY MIGRATORY SPECIES  
 INTERNATIONAL TRADE PERMIT**  
 (READ INSTRUCTIONS PRIOR TO COMPLETING THE INITIAL APPLICATION)



**SECTION 1 - DEALER/BUSINESS INFORMATION**

Business Name <b>Chum Bucket</b>		Federal ID No./SSN **_**9999	Date Business Formed (mm/dd/yyyy) <b>07/25/1997</b>
Business Type <input checked="" type="checkbox"/> Sole Proprietorship or Individual <input type="checkbox"/> Other _____ (Check one) <input type="checkbox"/> Joint Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate		Dun & Bradstreet (DUNS) No. <b>77777</b>	U.S. Importer No. <b>12345</b>
Mailing Address <b>1212 Marking Bird Lane, SUITE 300</b>		Daytime Phone No. --	
City <b>Virginia Beach</b>	State <b>VA</b>	Zip Code <b>21222</b>	Fax Phone No. <b>703-888-8888</b>
Email Address <b>chumbucket@aol.com</b>	Website <b>www.chumbucket.com</b>	Cell Phone No. <b>703-777-7777</b>	

**SECTION 2 - ADDITIONAL FACILITIES (add additional sheets if necessary)**

Business Name <b>Mickey's Seafood</b>	Daytime Phone No. <b>410-999-9999</b>	Fax Phone No. <b>410-555-5555</b>	
Physical Address <b>123 Test Lane, Suite 1234</b>	City <b>Ocean City</b>	State <b>MD</b>	Zip Code <b>20911</b>
Business Name <b>Franks Seafood</b>	Daytime Phone No. <b>244-324-324</b>	Fax Phone No. <b>343-433-</b>	
Physical Address <b>324 Worthington St</b>	City <b>Virginia Beach</b>	State <b>VA</b>	Zip Code <b>32232</b>
Business Name <b>VALENCAMBO SUPERIOR SEAFOOD CORP</b>	Daytime Phone No. <b>424-213-2</b>	Fax Phone No. <b>423-43-</b>	
Physical Address <b>5322 Ricketts</b>	City <b>Dover</b>	State <b>DC</b>	Zip Code <b>32133</b>

**SECTION 3 - APPLICANT INFORMATION**

Name <b>sdfsdfa afdsf</b>	Social Security No. **_**9999	Position in Business (If applicable)
Street Address (If different from Section 1)		Daytime Phone No. <b>234-234-234</b>
City	State <b>0</b>	Zip Code
Email Address	Birth Date (mm/dd/yyyy)	Cell Phone No. --

**SECTION 4 - ADDITIONAL FEDERAL OR STATE DEALER LICENSES**

List All Dealer License Number(s) with Corresponding State or Federal Agency			
1.	2.	3.	4.

**SECTION 5 - PAYMENT and DELIVERY INFORMATION**

<p>Mail this application with a check or money order made out to the <b>United States Treasury for \$25.00 to:</b></p> <p style="text-align: center;">NMFS Permits Team              Southeast Regional Office              263 13th Avenue, South              St. Petersburg, FL 33701</p>	<p style="text-align: center;"><b>Delivery Options</b> (check the appropriate box)</p> <p><input type="checkbox"/> 2-Day Priority Mail (address in Section 1)</p> <p><input type="checkbox"/> Federal Express              (For FedEx delivery, include completed air bill -see instructions on reverse side)</p>
--	---

**FOR OFFICE USE ONLY**

SERO Dealer No.	<b>1234</b>
Expiration Date	Reviewer's Initials
Violation Date	Cleared Date/Initials

**SECTION 6 - APPLICANT SIGNATURE**

Signature:	Date:
Print or type name:	Position in Business (if applicable)

Revised 10/14/2005

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**NOAA National Marine Fisheries Service (NMFS)  
Highly Migratory Species International Trade Permit**

A NMFS Highly Migratory Species International Trade Permit is required pursuant to 50 CFR 300.182 to import, export, or re-export swordfish, bluefin tuna, southern bluefin tuna, and/or frozen bigeye tuna, regardless of ocean area of origin.

**Application Instructions**

- Section 1    Print or type the requested information. A Federal ID number or owners social security number (Section 3) must be provided.
- Section 2    Print or type the names and addresses of additional facilities where fish are received, if applicable. If more space is needed, attach an additional sheet.
- Section 3    Print or type the requested information.
- Section 4    List all other state and Federal licenses, if applicable.
- Section 5    Include a check or money order made out to the United States Treasury for \$25.00. Select appropriate delivery options. For FedEx delivery, a completed airbill, including your account number or major credit card number with expiration date, is required.
- Section 6    The application must be complete and signed by the applicant or it will be returned. The applicant's signature declares under of penalty of law that all information on the application is true, accurate and complete.

**Paperwork Reduction Act Notification:** Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the information. Send comments regarding this burden estimate or suggestions for reducing this burden to: NMFS, Highly Migratory Species Division, 1315 East West Highway, Silver Spring, MD 20910. The Paperwork Reduction Act requires potential respondents for a dealer permit to be notified of certain information regarding their rights and the burden associated with applying for a Federal dealer permit. One of the regulatory steps taken by NMFS to carry out conservation and management objectives is the requirement of a permit for users of the resources. Section 971(d) of the Atlantic Tunas Convention Act authorizes the promulgation of regulations as may be necessary and appropriate to implement the recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT). This permit is necessary for the implementation of required ICCAT trade monitoring programs. Pursuant to Section 402(b) of the Magnuson-Stevens Act, and consistent with NOAA Administrative Order 216-100 (Confidentiality of Fisheries Statistics), the Agency does not release confidential information submitted in compliance with provisions of the Act, other than in aggregate form and under circumstances required or authorized by law. Whenever data are requested or released to the general public, the Agency ensures that information on the pecuniary business activity of a dealer is not identified. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to, a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

## Exit Procedure

Clicking the standard **X** window box will allow the user to exit the entire HMS ITP system.



# Appendix

## Variable Information/Definitions

### **Dealer/Business Information:**

**Business Name \*** - Business Name.

**Federal ID No./SSN \*** - Federal Tax Identification Number or Social Security number for Sole Proprietors.

**Sole Proprietor** - Identifier of a solely owned and operated business.

**Business Formed Date** - Date of formation or Incorporation or in the case of a sole proprietorship, the owners birthdate (MM/DD/YYYY).

**Dun & Bradstreet #** -The DUN and Bradstreet registration number for use primarily by the Pacific Islands Region

**Importer #** - Federal Employer Identification Number or SSN or Customs Border Protection assigned identifier for a Company.

### **Business Mailing Address Information:**

**Address Line 1** - First Address Line.

**Address Line 2** - Second Address Line.

**City \*** - City Name.

**State \*** - Two Character State Postal Code

**Zip Code \*** - Postal code, or Zip code, portion of the address

**Mailing Address Flag** - Mailing Address Identifier.

**Physical Address Flag** - Primary Location Identifier.

**Business Phone Number** - Location Phone Number.

**Business Fax Number** - Location fax number.

**Business Cell Number** - Cell Phone Number (It is more likely that this field will be more useful in the owner\_contact table, it is included here by request).

**Business Email** - Individual Email address.

**Business Website** - www address.

### **Owner Address Information:**

**Primary Contact Flag** - Identifier of principal owner or contact.

**Title** - In the case where contact is not to a specific person but to an agency or office held. This is where that office or title name is represented.

**Name Prefix** - Name Prefix - Mr, Ms, Mrs, etc.

**Last Name** - Last Name of contact.

**First Name** - First Name of Contact.

**Middle Initial** - Middle Initial of business owner/contact.

**Name Suffix** - Name Suffix of business owner/contact, for example JR, SR etc. - This is not limited to a predefined list.

**Owner Birthdate\*** - Date of Birth for the business owner(s) used in the generation of a future New Hampshire Identifier (MM/DD/YYYY).

**Address Line 1** - First Address Line.

**Address Line 2** - Second Address Line.

**City** - City Name

**State** - Two Character State Postal Code

**Zip Code** - Postal code, or Zip code, portion of the address

**Phone Number\*** – Contact's phone number.

**Extension Number** – Contact's phone number.

**Fax Number** - Contact's fax number.

**Cell Phone Number** - Contact's cell number.

**Email** - Contact's email address.

**Permit Variable Information:**

**Dealer Permit#** - Unique permit number. The algorithm to create it has not yet been defined.

**SE Dealer #** - Southeast internal dealer tracking number.

**Effective Date \*** - Date permit will be effective (MM/DD/YYYY).

**Expiration Date \*** -Date that permit will expire (MM/DD/YYYY).

**Issue Place** – Regional office issuing the permit.

**Renewal Notice Sent Flag** – Flag indicating whether or not a renewal letter has been sent.

**Renewal Notice Sent Date** -Date that a renewal letter was sent.

**Sanction Flag** -Sanction to prevent renewal of permit indicator.

**Permit Status** -Current Status of a permit (i.e., (A)ctive, (I)nactive, (P)ending, (E)xpired, (T)ransfer (R)enewed).

**Comments** -An optional field for inclusion of notes recorded by NMFS Staff.

## Alert Messages



IF the permit is being issued as a renewal, the year of expiration will be the year in which the permit expiration day and month as defined above falls within 3 and 15 months of the date of issuance. This difference is designed to prevent permit holders from gaming the system by delaying their renewal a few months in an effort to get a 19 month permit. By allowing a renewed permit to be valid for as short as 3 months, the threat of a short duration permit is intended to be disincentive for late renewals.



If the permit is being issued for the first time\* (i.e. a new permit) as opposed to a renewal of an existing permit, the year of expiration will be the year in which the permit expiration day and month as defined above falls within 7 and 19 months of the date of issuance.

# Highly Migratory Species






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### HMS Dealer Renew Permit Results

Federal ID No./SSN	Name	Modified By	Dealer #	Issue Date	Expire Date	Renewal Notice Printed Date	Click to Renew Permit
There were no records retrieved by this query. Please press the Back button to continue.							



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If there are no records in the system that match the criteria entered in the Fed ID/SSN field of the Renew Permit Search screen, then this above message will be displayed informing the user to press the Back button to continue.

## Effective and Expiration Date Calculations

### Expiration date calculation for non-income qualified open access permits.

Expiration dates are always later than the date of issuance.

#### **Day of expiration**

The day of permit expiration are always be the last day of a month.

#### **Month of expiration**

If the entity to be the permit holder is a business, than the month of permit expiration will be the month in which the business was formed.

If the entity the entity to be the permit holder is a person, than the month of permit expiration will be the month in which the person was born.

#### **Year of expiration**

If the permit is being issued for the first time\* (i.e. a new permit) as opposed to a renewal of an existing permit, the year of expiration will be the year in which the permit expiration day and month as defined above falls within 7 and 19 months of the date of issuance.

IF the permit is being issued as a renewal, the year of expiration will be the year in which the permit expiration day and month as defined above falls within 3 and 15 months of the date of issuance. This difference is designed to prevent permit holders from gamming the system by delaying their renewal a few months in an effort to get a 19 month permit. By allowing a renewed permit to be valid for as short as 3 months, the threat of a short duration permit is intended to be disincentive for late renewals.

For the ITP, since we are right now transitioning from the fixed December 31 expiration date to a variable expiration date, we are treating all applications as “new” following the 7 month rule.

Examples:

- If we issue permit in January 2007 to a business or entity with a birth/incorporation date of June 1, 1997 we would issue the permit with an expiration date of ~~June 30, 2007~~ **June 30, 2008**.
- If we issue a permit in January 2007 to a business or entity with a birth/incorporation date of July 7, 1956 we would issue the permit with an expiration date of ~~July 31, 2008~~ **July 31, 2007**.

### Effective Date Calculation for all permits.

The effective date of a permit, unless specified by regulation, will be the day the permit is issued except when the request is to renew permit which has not expired yet. In this case, the effective date of the permit will be the day after the expiration of the permit being renewed.

Examples:

- If we issue a permit to a business that does not have an ITP permit already, the effective date will be the day the permit is issued.
- If we issue a permit to a business that does have an ITP permit already but the ITP permit has already expired, the effective date will be the day the permit is issued.
- If we issue a permit to a business that does have an ITP permit already and the ITP permit has *not* already expired, the effective date will be the day after the expiration date of the permit to be renewed.

Related Rules:

We will not renew any permit until it is within 60 days of the permits expiration. For permits that require logbooks or other reporting requirements, this rule is in place because the only ‘stick’ the Agency has to enforce reporting requirements is the threat of permit non-renewal. If a permit holder could renew permits for one or more iterations in advance, it could mean that the time before they would actually apply again would be extended, lengthening the time until we could next wield the ‘stick’. For ITPs, there is no reporting requirement so we have no ‘stick’ to wield, but I still recommend we abide by this same 60-day restriction.

Another thought

Since the issue date can be different from the effective date of the permit, perhaps we could display on the face of the permit both dates. This is something we’ve started doing down here with our “regular” dealer and vessel permits, and it has worked out rather well.

## DELETING ADDITIONAL BUSINESSES

As an added feature to this release, functionality has now been provided to allow the user to delete additional Business/Facilities from the system during application processing.

**Highly Migratory Species Dealer Permit Application**

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Dealer/Business Information			
Business Name	Chum Bucket		
Federal ID No./SSN	65-9999999	Sole Proprietor?	Yes

Additional Business Mailing Addresses			
* Business Name	Stop Shop and Save		
* Line 1	2112 Walker Blvd	Line 2	
* City	Newark	* State, Zip Code	New Jersey 32432
Primary Mailing Address?	No	Primary Physical Address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Business Phone No.	4324324	Fax No.	43223
Business Cell Phone No.	343232	Email	43243
Business Website	546445656		

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Clicking the delete button will allow the user to delete additional businesses/facilities from the system. Before the delete is issued, a confirmation pop up box will appear prompting the user if it's OK to delete or Cancel to end the transaction.

If the user tries to delete the primary business, a message will appear prompting that this primary record can not be removed from the system.



## DELETING ADDITIONAL OWNERS

As an added feature to this release, functionality has now been provided to allow the user to delete additional Owners from the system during application processing.

Highly Migratory Species

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Dealer/Business Information	
Business Name	Chum Bucket
Federal ID No./SSN	65-9999999
Sole Proprietor?	Yes

Additional Owner Information	
Primary Contact Person?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name Prefix	<input type="radio"/> Mr <input type="radio"/> Mrs <input checked="" type="radio"/> Ms
* First Name	Sheryl
Name Suffix	
Line 1	4343 Kent Avenue
City	Norfolk
* Phone No.	8029999999
Fax No.	8024444444
Email	Sheryl.Gregory@email.com
Title	Vice President
* Last Name	Gregory
M.I.	D
BirthDate	09/23/1972
Line 2	Apt. # 2B
State, Zip Code	Virginia 212098
Extension No.	8023333333
Cell Phone No.	8027777777

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Clicking the delete button will allow the user to delete additional owners from the system. Before the delete is issued, a confirmation pop up box will appear prompting the user if it's OK to delete or Cancel to end the transaction.

If the user tries to delete all the owners, a message will appear prompting that at least one owner must be identified as a contact person in the system.

# Highly Migratory Species



## Dealer Permit Application

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The system is unable to delete the primary managing owner for the last record. At least one primary contact owner must exist with the primary contact person set to Yes. Please press the Back button to resume processing. If you need to change this primary contact information for this owner, it may be done by typing over the existing record.

## DELETING ADDITIONAL FEDERAL PERMITS

As an added feature to this release, functionality has now been provided to allow the user to delete additional Federal Permits Held from the system during application processing.

The screenshot shows the 'Highly Migratory Species Dealer Permit Application' web interface. The header features a blue banner with the title and four images of marine life. Below the banner is a navigation bar with links: Home, Guidelines, New-Update Permit, Renew Permit, Renewal Notice, Search, and Help. The main form is divided into two sections: 'Dealer/Business Information' and 'Additional Federal Permits Held Information'. The first section contains fields for Business Name (Chum Bucket), Federal ID No./SSN (65-9999999), and Sole Proprietor? (Yes). The second section contains fields for Federal/State Permit # (NW1324), Permit Name (Dealer Permit), Issuing Agency (The Vermont Group), and Does Sanction exist? (Yes/No). An 'Update' button is located below the second section. At the bottom of the form, there are 'Previous' and 'Next' buttons, a 'Page 1 of 3' indicator, and a 'Return to Update HMS Application' button. A 'Delete Permit' button is also visible. The footer includes a NOAA logo, a 'Contact Us | Disclaimer | Privacy Policy | Information Quality Guidelines © 2005' link, and another NOAA logo.

Highly Migratory Species

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**Dealer/Business Information**

Business Name	Chum Bucket		
Federal ID No./SSN	65-9999999	Sole Proprietor?	Yes

**Additional Federal Permits Held Information**

* Federal/State Permit #	NW1324		
* Permit Name	Dealer Permit		
* Issuing Agency	The Vermont Group		
Does Sanction exist?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Update

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[Return to Update HMS Application](#) Delete Permit

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Clicking the delete button will allow the user to delete additional federal permits held from the system. Before the delete is issued, a confirmation pop up box will appear prompting the user if it's OK to delete or Cancel to end the transaction.

If there are no or no longer any additional Federal Permits Held in the system, the below message will be displayed informing the user of this request.

# Highly Migratory Species



## Dealer Permit Application

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There are no Additional Federal Permits Held in the system to update. Please press the Back button to return to the HMS Application screen and use the insert function to Insert Additional Federal Permits Held if desired.

**The End**